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County Clips

FORM 1095-C DEPENDENT ENROLLMENT

All full-time employees of Madison County will be required to file a 1095-C tax form with their 2015 federal taxes as part of the Affordable Care Act (ACA) regulations. The 1095-C form identifies the employer, the employee and their dependents. The form also includes health insurance information itemized by month offered to you, your spouse and dependents.

Madison County will provide a completed 1095-C form to all full-time employees in January 2016. However, we do not have all the information in our files required by the form, especially information pertaining to dependents. It is also very likely that some of the information may have changed since the employee was hired or enrolled in health coverage.

Please review the instructions and screenshots on the next few pages to complete the process. You can then click the link on page 3 to complete the Dependent/Contact Information form. **You will need to repeat the process for each dependent.**

Thank you for your cooperation as we work together to satisfy the requirements of the Affordable Care Act.

Sincerely,

Jermie Howell

Personnel Director

Special Points of Interest

- Pg. 2:**
Employee Portal Screenshots and Instructions
- Pg. 3:**
Portal Instructions continued
- Pg. 4:**
Flu Shot Schedule
Sharon Johnston Park Announcements
- Pg. 5:**
Community Cancer Genetic Screening Flyer
- Pg. 6:**
Recognizing and Reporting Harassment
- Pg. 7**
Employee information
- Pg. 8:**
Employee Birthdays and Service Anniversaries

These are the Screen Shots you will use to load your dependent information.

Madison County HR Portal

Powered by NWS

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Home »

Welcome to the HR Portal

Mandatory Dependent Data Collection Form

Full-time employees who had family medical coverage at any point during 2015 are required to complete the request for dependent data form.

Click on the link below to complete the form. **You will need to repeat the process for each dependent covered under Madison County's insurance plan.** Contact Personnel at (256) 532-3614 if you have any questions.

<https://employeeportal.madisoncountyal.gov/Websites.HR.Portal/default.aspx>

Please read instructions on the next page before clicking.

Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

☐ Remember me next time.

LOGIN

Enter your login information if you already have an account.

If you do not have an account, click on "need a login" to create an account.

Need a login?

I am an employee, but do not have a username and password.

[Activate Your Account](#)

Forgot password?

If you forgot your password you can reset it using the link below.

[Reset Password](#)

Madison County HR Portal

Powered by NWS

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Home » My HR » Contacts Dependents » Contact

Create Contact

Contact Information

Title

First Name

Middle Name

Last Name

Suffix

Same Address as Employee ☐

Address

Zip

City

State

Email Address

Primary Contact ☐

Emergency Contact ☐

Beneficiary ☐

Dependent ☒

Relationship

Date of Birth

SSN

Gender

Student ☐

Comments

[Add Phone Number](#)

SUBMIT CHANGES

- ◆ Complete the form and be sure to click on Dependent.
- ◆ Click the Submit button when finished.
- ◆ Repeat the process for each dependent covered on County's insurance.



Mandatory Dependent Data Collection Form HELPFUL STEPS:

Enter:

- First Name
- Last Name
- Check Box “Same Address as Employee” if the dependent resides with the employee
- If not, enter separate address
- **Check box for dependent (Spouse is a dependent)**
- Select relationship - Leave blank if appropriate relationship is not available
- Enter date of birth
- Enter social security number
- Select gender from the drop down choices
- Select student if they are a full-time student
- Click Submit Button

Dependents:

Include any dependent that has been covered by LGHIP during 2015. Examples: Current dependents, divorced spouses, children who have reached age 26 during 2015, or those who were dropped due to getting their own coverage.

BENEFICIARIES:

Contacts can be maintained on Employee Portal but not beneficiaries.

FUTURE CHANGES:

Going forward, employees will maintain dependent changes in two places: 1. Employee Portal, and 2. On the LGHIP Change Form in the Personnel office.

ASSISTANCE:

If you have questions or problems, contact the Personnel Department at (256) 532-3614.



Flu Shots

Date	Location	Time
October 27 th	Courthouse	10 a.m.-2p.m.
October 28 th	Charles Stone Bldg.	10 a.m.-1p.m.
October 29 th	715 Wheeler Ave, Suite C	10 a.m.-12 noon
October 29 th	District 6	1:30 p.m.-3:30p.m



Madison County Employees who participates in county insurance coverage, their spouses, children 18 years and older and retirees, can receive flu shots on a first come first serve basis at the dates and times listed above.

Those interested in getting a shot may utilize the flu shots being dispensed at the Courthouse, Charles Stone Building, District 6 and 715 Wheeler Ave, Suite C.

In the event these dates are not convenient, employees covered by the County's LGHIP can use any Blue Cross Blue Shield participating pharmacy to receive a flu shot. It's a simple process, employees will show their LGHIP Blue Cross Card when the shot is dispensed. Shots are covered at 100% when dispensed at the participating pharmacies; if the shot is obtained at a physician's office, a co-pay will be required.

Sharon Johnston Park
Kick Ball Tournament



The New Market Volunteer Fire Department will hold its annual car show at Sharon Johnston Park on Saturday, October 10th from 9:00 am – 2:00 pm. Please enter at gate #5.



“Information is Power”

BEGINNING OCTOBER 29, 2015

COMMUNITY CANCER GENETIC SCREENING

The HudsonAlpha Institute will offer a groundbreaking genetic testing program called **Information is Power** for women in the Huntsville/Madison County community who want to know their risk for the BRCA1 and BRCA2 hereditary forms of breast and ovarian cancer. The genetic test will also screen for 21 other genes that can predict possible disease risk including breast, ovarian, colon, uterine, kidney, stomach, pancreatic and thyroid cancers. The test will be offered in partnership with HudsonAlpha associate company Kailos Genetics. The goal is to use the power of genomics to provide potentially life-saving information for many women in our community.



The test is free of charge for 30-year-old women who live in Huntsville City, Madison City or Madison County and were born between October 30, 1984 and October 28, 1986. For women or men who are 18 and older and live in Madison County or the surrounding counties of Jackson, Limestone, Marshall and Morgan, the genetic test will be offered for a significantly discounted fee of \$99.

**The test kits will be available for the first time at the
Tie the Ribbons event on October 29.**

They can also be ordered online beginning on October 30.

To register for Tie the Ribbons, please visit:
support.hudsonalpha.org/tie-the-ribbons-ribbon-run-participants

For details on the Information is Power initiative, please visit:
hudsonalpha.org/information-is-power

Recognizing and Reporting Harassment

Every employee has the right to work in an environment free of harassment of any kind and we take any allegation of harassment very seriously. I want to provide employees with some basic information on what harassment is, how to recognize it and the importance of reporting it immediately.

Sexual harassment is defined as unwelcome sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

There are many other types of harassment including:

- ♦ Bullying of employees
- ♦ Hazing of new staff members
- ♦ Race, Religion, Sex, and National Origin
- ♦ Age
- ♦ An Employee's Disability
- ♦ Sexual Orientation and Marital Status
- ♦ Political Beliefs
- ♦ Criminal History
- ♦ Citizenship Status



If you or a fellow co-worker is experiencing any type of unwelcome conduct from another employee, a vendor or a customer, please report it your manager or supervisor immediately. Harassment behavior is progressive in nature and starts with the harasser making suggestive comments to an employee and asking for their cell-phone number or email address. If the behavior goes unreported or unchecked, the harasser will test the waters to see if they can get away with an innocent touch of the shoulder or hand and will then become more physical in nature until they are told to stop.

Many times, female employees are afraid to report harassment because they don't want the harasser to lose their job, so they just put up with the unwanted behavior. Overtime, the employee begins to dread coming to work and starts to be absent from work more frequently, just to get relief from the actions of the harasser.

I'm asking Madison County employees to report conduct that is unwelcome and makes you or your co-workers feel uncomfortable. You can report it to your manager or you can certainly contact the Personnel Office at 256-532-3614 anytime you need to speak to someone.

All reports of harassment will be investigated by the Personnel Office and if necessary, action will be taken to protect employees who have been harassed. Remember, the harassment will not stop until it is reported.

Jermie Howell, PHR
Personnel Director

We Want to Welcome Our New Madison County Employees

Samuel Wissman..... Water Department
Latoya Osborne..... License Department
Stephen Landis County Fire
Ashlee Byers..... County Fire
Mickey Etheridge Waste Control
Ashley Wright..... License Department

New Arrival

Heather Juron ----- Inspection
Baby Girl
Michael Billions ----- District 1
Baby Boy
Penny Parton ----- Tax Collector
Granddaughter

For Sale

1997 Isuzu: Good condition, runs good,
204,046 miles. Asking \$600.00. Call Nancy
401-263-4050.

Huge Moving Sale

October 2 - 5, 8:00 am - 6:00 pm - 3705
Broadmor Rd., NW (off Shady Lane). I am try-
ing to empty a 3 bedroom house full of furni-
ture. *Everything must go!* All household
items including appliances, collectables, paint-
ings, yard equipment, antiques, vehicles and
much more. Please come and help me empty
my house ...no reasonable offer refused. For
more info, text **Jean @ 734-735-2920.**



Congratulations Retirees

Pamela Mayo Tax Collector's Office
Lois Vitale Tax Assessor's Office

October Fire Safety Tip...



October is Safety Awareness Month. The theme for the year 2015 is **Hear the BEEP** where you **SLEEP**. Every bedroom needs a working smoke alarm, so keep your family safe with a working smoke alarm in every bedroom.



CRISP AIR,
PRETTY LEAVES,
SWEATERS & BOOTS,
FOOTBALL, PUMPKINS,
AND COFFEE

I LOVE FALL!

November Birthdays

1	Heather Juron	Building Inspection	12	Paul Fontaine	Juvenile Probation	21	James Dietz	Sheriff's Department
1	Mark Whitten	Maintenance	12	James Powers	Waste Control	21	Carolyn Sims	License Department
1	Gertrude Glenn	Sales Tax	12	Joshua Swinea	Water Department	21	Richard Jones	Sheriff's Department
2	Larry Mefford	District 3	13	James Britton	District 1	21	Joshua Patterson	Sheriff's Department
2	Christy League	License Department	13	Deborah Callins	District Attorney	22	Briana Fortier	County Fire
2	Eddie Kline	Maintenance	13	Amanda Mixon	Sheriff's Department	22	Derrick Hale	Maintenance
2	Troy Jolly	Waste Control	13	Gina Marlowe	Law Library	22	William Page	Probate Judge
4	Shane Turley	District Attorney	13	Phyllis Seymore	Planning & Development	22	Jimmy Pigg	Water Department
4	Betty Peterson	Sales Tax	13	Lawanda West	Water Department	23	Steven Watson	Alte Sentencing & Rel
5	Lori Macielag	District Attorney	14	Cody Putman	Alt Sentencing & Rel	23	David Webb	Sheriff's Department
5	Dorothy Procopio	District Attorney	14	Howard Edwards	District 1	23	Reginald Peavy	Juvenile Probation
5	Christina Self	District Attorney	14	Wendell Sales	Fire Marshal	23	Evon Webster	Juvenile Probation
5	Jesse Stubbs	Sheriff's Department	14	Randy Simmons	Sheriff's Department	24	Barry Hill	District 1
5	Latoya Watkins	Sheriff's Department	15	Nan Lee	District Attorney	24	Steven Flippo	District 3
5	Floyd West	Public Works	15	Mark Parker	Green Mountain	24	Bree King	District 3
6	Christopher Stephens	Sheriff's Department	15	Ryan Caldwell	Juvenile Probation	24	Allison Smith	Sheriff's Department
6	Timothy Howard	Water Department	15	Nesha Green	Juvenile Probation	25	Charles Burgess	District 4
7	Carlos Vazquez-Rosario	Sheriff's Department	15	William Latta	Water Department	25	Kristy Shelton	District Attorney
7	Kathy Smith	Juvenile Probation	16	John Dennis	District 4	25	Shonda Green	Sheriff's Department
7	Bobby Matthews	Planning & Development	16	Jake Church	Sheriff's Department	25	Daniel O'connor	Sheriff's Department
7	James Dunn	Water Department	16	Nancy Robinson	Sheriff's Department	25	Latrez Wike	Juvenile Probation
8	Khon Cosby	Alt Sentencing & Re	17	Michael Anderson	Sheriff's Department	25	Berry Turner	Motor & Equipment
8	Daniel Swindoll	Sheriff's Department	17	Mark Martin	Sheriff's Department	25	Larry Stapler	Public Works
8	John Riise	Juvenile Probation	17	Thomas Mason	Sheriff's Department	25	Jerry Buck	Waste Control
9	Gary Anderson	Animal Control	17	Christopher Tucker	Juvenile Probation	25	Timothy Baker	Water Department
9	Douglas Mullican	District 3	17	Ruth Ghoja	Planning & Development	26	Michelle Krohn	District Attorney
9	Michael Tidwell	Sheriff's Department	17	Richard Clouse	Tax Assessor	26	Cynthia Miller	District Attorney
10	Shelby Brooks	Sheriff's Department	18	Kenneth Martin	District 4	26	Audrey Sullivan	District Attorney
10	William Beasley	Sheriff's Department	18	Lerone White	Juvenile Probation	26	Reginald Ragland	Waste Control
10	Stephen Wilson	Waste Control	18	Linda Mcneese	Maintenance	27	Robin Baker	Sheriff's Department
11	Keshia Askew	District 6	18	Michael Parton	Sheriff's Department	27	Gregory Davis	Sheriff's Department
11	Harry Renfro	District Attorney	19	Shelby Cloud	District 3	27	Keith Adams	Maintenance
11	Thomas Miller	Sheriff's Department	19	Kim Harris	District Attorney	28	Jimmie Moore	District 1
11	Pamuelia Millich	Probate Judge	19	Scott Brown	Sheriff's Department	28	Vurnice Jowers	District 6
11	Isaac Peoples	Public Works	19	Diane Mills	Sheriff's Department	28	Parrish Lowe	District 6
11	Chantel Nelson	Water Department	19	Eric Hernandez	Juvenile Probation	28	Paul Sandlin	District Attorney
12	Thomas Davis	District 3	20	Jason Moss	Sheriff's Department	29	Emily Stewart	Sheriff's Department
12	Theresa Girgis	District Attorney	20	Joshua Graham	License Department	29	Tonya Hamilton	Personnel
12	Andrea Owens	Sheriff's Department	20	Angela Anderson	Purchasing	30	Gregory Free	Sheriff's Department

October Service Anniversaries

YRS.

39	Sherri Lohenitz	Public Works
32	Jimmy Mayo	License Department
32	Phillip Guthrie	Sheriff's Department
32	Miranda Wilbourn	Tax Assessor
29	Donald Ragland	Waste Control
28	Dixie Torbert	Juvenile Probation
28	Marion Bulluck	Sheriff's Department
27	Robert Hayes	Sheriff's Department
26	George Parsons	District 3
26	Robert Becher	District Attorney
26	Charlie Flint	Waste Control
25	Jeannie Cole	District Attorney
24	Melissa Stiles	Alt Sentencing & Rel
24	Michael Fritz	Animal Control
23	Frita Fears	County Fire
23	Brent Patterson	Sheriff's Department
22	Donna Hartman	District Attorney
22	Dawn Matthews	Juvenile Probation
21	Matthew Danner	Building Inspection
21	Robin Baker	Sheriff's Department
20	Jerome Scruggs	Sheriff's Department
20	Joyce Williams	Sheriff's Department
20	Marguerite Johnson	Probate Judge
19	Amy Beard	Sales Tax
18	James Mcdaniel	Sheriff's Department
17	John Debus	Sheriff's Department
17	Corey Burton	Sheriff's Department

YRS.

15	Linda Wylie	District Attorney
15	Karen Schrimsher	County Fire
15	Scott Brown	Sheriff's Department
15	Darryl Hammonds	Sheriff's Department
15	Jonathan Long	Sheriff's Department
14	Thomas Barnett	District Attorney
14	John Davis	Sheriff's Department
14	Dustin Elliff	Sheriff's Department
13	Walter Boles	Motor & Equipment
13	Geneva Mccrary	Probate Judge
13	Janice Ward	Tax Assessor
12	Lynda Hairston	Board of Registrars
12	Linda Steele	District Attorney
12	Gertrude Glenn	Sales Tax
12	Rommie Hill	Water Department
12	Tony Smith	Water Department
11	William Sharp	District 1
11	Christy Ragucci	District Attorney
11	Julie Rosenberg	Sheriff's Department
10	Michael Billions	District 1
10	Rommie Hill	District 3
10	Kimberly Mangus	District Attorney
10	Portia Stainbrook	District Attorney
10	Joshua Reeves	Sheriff's Department
10	Jake Church	Sheriff's Department

YRS.

9	Thomas Glover	District Attorney
9	Jason Moss	Sheriff's Department
9	Jason Payne	Sheriff's Department
8	Charles Quick	District 1
8	Deborah Christopher	District Attorney
8	Tara Terry	Sheriff's Department
8	Nicholas Colbert	Sheriff's Department
8	Karen Myhand	Personnel
8	Ashton Byrd	Tax Collector
8	Kimberly Wright	Tax Collector
7	Joseph Tallyn	Alt Sentencing & Rel
7	Alan Charles	County Fire
7	Jonathan Battle	Juvenile Probation
7	Gwendolyn Sledge	Juvenile Probation
7	Pamela Campbell	Sheriff's Department
7	Mark O'neal	Water Department
6	John Petty	District 1
6	Jonathan Harvey	Sheriff's Department
5	Cynthia Taylor	District Attorney
5	Gordon Morrison	Sheriff's Department
5	Aaron Childress	Sheriff's Department
5	David Christian	Sheriff's Department
5	Gregory Davis	Sheriff's Department
5	Doyle Edwards	Sheriff's Department
5	Shonda Green	Sheriff's Department
5	Chris Harris	Sheriff's Department
5	Jazmin McCain	Personnel